
Position Title:	Public Works/Parks Maintenance Worker
	Seasonal – Summer Position
Department:	Public Works
Accountable To:	Public Works Director

PRIMARY OBJECTIVE:

Works under the general supervision of the Public Works Director in performing park, street, and other general maintenance and repairs.

ESSENTIAL FUNCTIONS:

1. Maintains city parks and related equipment and facilities. Reports any vandalism or misuse of parks.
2. Waters landscaping in City parks as well as other public grounds and rights of way.
3. Assists the Public Works crew with street maintenance and repairs including seal coating, patching of potholes, concrete curb and sidewalk repair.
4. Maintains city street right-of-way areas. Removes trees and brush from city right-of-way.
5. Assists with public dock and beach maintenance and repair.
6. Assists with setting up of special events at the park and ensuring that the parks are cleaned and available for use after large events.
7. Maintains seasonal facilities including ballfields, warming house, tennis courts, etc.
8. Performs seasonal tree and shrub trimming and planting.
9. Assists in the maintenance of city buildings and grounds.
10. Assists Public Works crew with various projects and duties as needed.
11. Performs other duties as assigned or apparent.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Education and Experience.
 - Must be at least 16 years of age.
 - Must be able to operate equipment such as a pickup truck, lawn mower, tractor, skid loader, etc.

2. Knowledge, Skills and Abilities.

- Ability to follow verbal and written instructions.
- Ability to communicate effectively orally and in writing.
- Ability to establish effective working relationships with employees, other agencies, and the general public.
- Demonstrated knowledge of practices, methods, techniques, tools and equipment used in street, park and utility maintenance.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is frequently required to talk; hear; sit; stand; walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, and peripheral vision.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee regularly works indoors and outdoors in an extreme variety of settings and weather conditions.

EXAMPLES OF PERFORMANCE CRITERIA

- Establishes effective working relationships with others.
- Carries out assignments and duties under limited supervision.
- Maintains due regard for the safety and welfare of self and other employees.
- Receives direction in a businesslike and professional manner.
- Communicates effectively orally and in writing.

SELECTION GUIDELINES

Formal application; review of education and experience; interview; background check, final selection.

The examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.